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ER-6-5951

MEMORANDUM FOR: Deputy Director (Plans)
Inspector General

SUBJECT : Reports Required from Field Installations
on Administrative Matters

REFERENCE : Memo for CGA/DDP from DD/A, dtd 22 June 54,
same subject, w/att Analysis of Reports

1. During our conversations last Saturday it was indicated that there is still some feeling in the Agency that an excessive number of administrative reports are required from field stations.
2. I am attaching a copy of a report on this subject which I sent to the Chief of Administration, Office of the Deputy Director (Plans), and the Deputy Director of Central Intelligence last June.
3. I still feel that the position outlined in the report is valid:
 - a. that the reports required are necessary for effective administration, and
 - b. that the number of reports is not excessive.
4. If the field installations are overburdened with reporting it must result from some requirements other than administrative.
5. I would be glad to review the need for the reports with you and would appreciate receiving any further comments you may have after reviewing the attached schedule.

L. K. WHITE
Deputy Director
(Administration)

Attachment:
Referenced Memorandum
w/att Report

SA/DDA:RBS:hh (1 Feb 55)
1 - DD/A chrono
1 - DD/A subject✓

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